

PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION

NOTICE

OCT 29 2003



October 26, 2003

RECEIVED

OCT 27 2003

MANAGEMENT SERVICES
DIVISION

TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

**SUBJECT: CIVILIAN PAYGRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES
NOTICE**

NOTIFICATION OF VACANCIES

Commanding Officers shall cause this notice of "Advancement and Transfer Opportunities" to be posted in a designated, conspicuous location on the divisional bulletin board for a one-week period and cause a copy to be placed in the Career Opportunities Binder.

Commanding Officers who have, or anticipate, a civilian vacancy must request an exemption to the freeze in order to fill the position through certification of an eligible list, interdepartmental transfer or paygrade advancement. To advertise for any civilian vacancy, a Request for Advertisement of Vacant Civilian Position, must be forwarded through the chain of command to Civilian Personnel Services Section, Personnel Division. Electronic forms for requesting advertisements can be requested from Civilian Personnel Services Section at (213) 485-4084.

Applicants with a medical limitation may, with reasonable accommodations, be capable of performing the essential duties of all/some of the positions in this advertisement. Such determinations will be made on an individual basis in light of the applicant's limitations, the requirements of the position, and the Department's ability to effect reasonable accommodations to the applicant's limitations.

NOTE: Effective immediately, to re-advertise for the following week, please notify Civilian Personnel Services Section at (213) 485-4084 by 12:00 noon on Wednesday of each week. If notification is not received by the deadline, your advertisement will be deleted.

TRANSFER INFORMATION DEADLINE – November 22, 2003

TRANSFER PUBLICATION DISTRIBUTION – December 5, 2003

TRANSFER EFFECTIVE DATE – December 14, 2003

THESE POSITIONS ARE NOT EXEMPTED FROM THE MAYOR'S HIRING FREEZE

Assignment to the following positions through appointments from Civil Service list, promotion, reversion and paygrade advancement cannot be made without specific authorization from the Mayor. Only lateral transfers to these positions within the Department are exempt from the hiring freeze.

SENIOR SYSTEMS ANALYST I

Emergency Command Control
Communication Systems Division
(System Integration Unit)

Day Watch

James Heflin

(213) 830-9957

SENIOR MANAGEMENT ANALYST I

Commission Investigation Division Day Watch Maria Heredia or (213) 473-5063
(Alarms Section) Donna Munoz

MANAGEMENT ANALYST II

Facilities Management Division Day Watch Cora Constantino (213) 847-1439
(Office relocating to 2nd and Figueroa)

Jail Division Day Watch Mary Keating (213) 485-2545
(Administrative/Research Unit)

Metropolitan Division Day Watch Thanh-Nha Dunkle (213) 485-4015
(CAD Unit)

Operations-West Bureau Day Watch Det. Farrel (213) 473-0277
(Two positions)

Personnel Division Day Watch Kathy Sheehan (213) 485-4084
(Civilian Personnel Services Section)

Records and Identification Division Day Watch Carl Paneno (213) 485-2605
(Administrative Section)
(Adjutant position)

Recruitment and Employment Division Day Watch Patrick Woo (213) 485-0570
(Two positions)

Technical Services Group Day Watch Sgt. Atwater (213) 473-5001
(Administration Section)

West Los Angeles Area Day Watch Grace Quan (310) 575-8441
(CAD Unit)

West Valley Area Day Watch Sgt. Roth (818) 756-8541

PRINCIPAL CLERK POLICE III

Hollywood Area Day Watch Priscilla Scimonetti (213) 485-4301
(Records Unit)

Newton Area Day Watch Linda Spicer (323) 846-6524
(Records Unit)

Records and Identification Division PM Watch Carl Paneno (213) 485-2605
(Automated Records Section)

MANAGEMENT ANALYST I

Commission Investigation Division Day Watch Maria Heredia or (213) 473-5063
(Alarms Section)
(Charitable Services)
(4/10 schedule available)
(Will consider Management Assistant or Management Aide in lieu)
(Four positions)

MANAGEMENT ANALYST I (CONT'D)

Hollenbeck Area (Patrol Administration) (Will consider Management Assistant or Management Aide in lieu) (9/80 schedule available)	Day Watch	Leticia Diaz	(213) 485-3141
Information Communications Services Bureau (Administration Section)	Day Watch	Rick Provencio	(213) 485-0633
Jail Division (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Mary Keating	(213) 485-2545
Metropolitan Division (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Thanh-Nha Dunkle	(213) 485-4015
Motor Transport Division (9/80 schedule available)	Day Watch	Lisa Folsom	(213) 485-3495
Ombuds Office (Workplace Assessment Team)	Day Watch	Det. Gonzales	(213) 473-8868
Personnel Division (Civilian Employment Unit) (Police Student Worker Coordinator) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Division (Sworn Personnel Services Section) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sonia Mendoza	(213) 485-3272
Personnel Group (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sgt. Berglund	(213) 485-8890
Records and Identification Division	Day Watch	Carl Paneno	(213) 485-2605

SECRETARY

Commercial Crimes Division (Administrative Section)	Day Watch	Det. Mulldorfer	(213) 485-4131
Office of the Chief of Police (Community Relations Section)	Day Watch	Sgt. Amendola	(213) 485-4101
Operations-Central Bureau	Day Watch	Sgt. Vielma	(213) 485-3101

MANAGEMENT AIDE

Jail Division	Day Watch	Mary Keating	(213) 485-2551
Valley Traffic Division	Day Watch	Cathy Poulos	(818) 756-8722

SENIOR CLERK TYPIST

Communications Division (Projects Unit-Valley)	Day Watch	Tracie Edwards	(213) 978-6570
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SENIOR CLERK TYPIST (CONT'D)

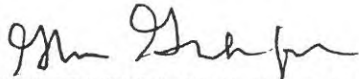
Critical Incident Investigation Division (Administrative Section) (5/40, 9/80 and 4/10 schedules available) (Two positions)	Day Watch	Lt. Dobine	(213) 485-4011
Jail Division	Day Watch	Mary Keating	(213) 485-2545
Motor Transport Division (9/80 schedule available) (Two positions)	Day Watch	Lisa Folsom	(213) 485-3495
Narcotics Division (NIN/CIS)	Various	Alicia Pena	(213) 485-3835
Public Information Office (Media Relations Section)	Day Watch	Lt. Miller	(213) 485-3586
Records and Identification Division	Various	Carl Paneno	(213) 485-2605

CLERK TYPIST

Commercial Crimes Division (Administrative Section) (Two positions)	Day Watch	Det. Mulldorfer	(213) 485-4131
Critical Incident Investigation Division (Administrative Section)	Day Watch	Lt. Dobine	(213) 485-4011
Foothill Area (Records Unit)	Day Watch	Sandy McLeod	(818) 756-8867
Hollywood Area (Records Unit) (Area Office) (Four positions)	Various	Priscilla Scimonetti	(213) 485-4301
Jail Division (Two positions)	Day Watch	Camille Brausam	(213) 485-2547
Juvenile Division	Day Watch	Aixa Burguan or Det. Stahr	(213) 485-2801
Narcotics Division (NIN/CIS) (Two positions)	Various	Alicia Pena	(213) 485-3835
Northeast Area (Records Unit)	PM Watch	Liz Hernandez	(213) 485-2568
Pacific Area (Records Unit)	Various	Marlene Greenfield	(310) 202-4518

CLERK TYPIST (CONT'D)

Personnel Division (Civilian Personnel Services Section) (9/80 schedule available)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Division (Personnel Records Section)	Day Watch	Lillian Salas	(213) 485-5245
Rampart Area (Records Unit) (Three positions)	Various	Sharon Green	(213) 485-4071
77th Street Area (Records Unit) (Two positions)	Various	Gloria Jones	(213) 485-4171
Scientific Investigation Division (Criminalistics)	Day Watch	Valoy Aybar	(213) 847-0031
Southwest Area (Records Unit)	Various	Sgt. Jones	(213) 485-2580
Special Operations Support Division	Day Watch	Sgt. Cook	(213) 485-3175
Valley Traffic Division (Detectives Section) (Two positions)	Day Watch	Leila Palma-Cabarrus	(818) 756-8391
Van Nuys Area (Records Unit)	Day Watch	Madelene Davis	(818) 756-8313



THOM BRENNAN, Police Administrator
Commanding Officer
Personnel Division

Distribution "B"
Disk: PAYGRADE